



CITY OF EVANSVILLE

Adopt-A-Park Program

CITY OF EVANSVILLE PARK & RECREATION DEPARTMENT
31 S. Madison St, PO Box 529, Evansville, WI 53536

Program Details

PURPOSE

The Adopt-A-Park program was created to give citizens an opportunity to volunteer in our city's parks. Their time spent doing upkeep, cleaning, maintenance, beautification, and preservation of our parks helps to provide a safer, more beautiful park experience for the entire community.

Everyone is welcome and encouraged to participate in the Adopt-A-Park program; individuals, families, churches, businesses, and civic groups can all do their part to help maintain and improve our parks. The parks in our community vary in size and some locations are great for large groups, while other park spaces could easily be maintained by one or two people.

The City of Evansville Adopt-A-Park program creates a powerful partnership between the citizens of Evansville and the City of Evansville Park & Recreation Department. This partnership allows valuable communication and feedback between these two groups which results in cleaner, safer, and more user-friendly parks in the community.

BENEFITS

Civic Engagement: The Adopt-A-Park program fosters civic engagement by providing an opportunity for volunteers to give back to the community. Adopt-A-Park volunteers are able to make noticeable improvements to our city's parks, and the results of these improvements are enjoyed by the volunteers, as well as the rest of the community.

Care for the Environment: Not only does the Adopt-A-Park program improve the environment by picking up trash and planting flowers, it also raises awareness of the importance of protecting our natural spaces. As citizens observe the positive changes occurring in their neighborhood parks, they may be less likely to litter and instead show respect and care for the parks available to them.

Safer, More Beautiful Parks: Volunteers in the Adopt-A-Park program provide services that go beyond what the City of Evansville Park & Recreation Department has the time or budget for. While regular maintenance like grass cutting will be done by the City, Adopt-A-Park volunteers add special touches to the park like mulch, flower beds, and trash removal. An adopted park is a safer park because it is free of waste and other potentially hazardous items. Adopt-A-Park volunteers save our city money while continuing to improve and service the city's parks.

GUIDELINES

- Parks are adopted on a first-come, first-serve basis. A list of all the adoptable parks is available in this document. If you would like to request an area to adopt that is not listed, please contact the City of Evansville.
- More than one group or individual may adopt the same park depending on its size and the types of projects and maintenance that are needed at that location. While the Parks Department will do its best to match groups to the park/area they are most interested in, final placement decisions are determined by the City of Evansville.
- All volunteers under age 18 must be supervised by a responsible adult.
- The City of Evansville will create a sign with the group's name on it, and it will be placed in their adopted park as a symbol of recognition for their time, effort, and dedication to keeping Evansville's parks clean and safe. Signs shall be placed after groups have completed their year-long adoption.
- For complete guidelines for the Group Supervisor and volunteers, please see the "Expectations & Hold Harmless Agreement" on the Adopt-A-Park Application form.

SAFETY GUIDELINES

- Bring work gloves, closed-toed shoes or boots, and wear light colored clothing and long pants.
- Bring sunscreen and apply it regularly to prevent sunburn. Hats and sunglasses are also recommended.
- Beware of bees, poison ivy, poison oak and other irritants. Avoid bites by wearing insect repellent.
- Do not overexert yourself: take breaks and drink plenty of liquids. Be sure to bring water with you, as not all parks have water available.
- Work during daylight hours and within the park's posted hours unless permission is given by the City of Evansville to work off hours.
- Do not use or bring your own power tools and motor-driven equipment unless you have been pre-authorized and trained to do so by the City of Evansville Park & Recreation Department.
- Postpone or stop clean-up immediately if rain, lightning or strong winds are present.
- Leave dead animals on site and report them to the City of Evansville.
- Do not pick up materials you suspect might be hazardous, such as needles or drug paraphernalia. Report suspect materials to the City of Evansville Police Department immediately through the dispatch line: (608) 882-2292, between 7:00am – 3:00pm or (608) 757-2244.
- Do not bring pets or leave pets in the car while you volunteer in the park.

HOW TO SIGN UP

First, the Group Supervisor needs to complete the Adopt-A-Park Application. Feel free to add comments about specific areas or projects you and your group are interested in. The City of Evansville will review the application and match you to the park you are interested in, or a park in need of adoption. Following approval, the City will complete the agreement section of the form and mail a copy to the Group Supervisor, signifying that your group has officially adopted the park listed.

*View the Adopt-A-Park Program via www.ci.evansville.wi.gov for up to date information!



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Available Parks

NAME OF PARKS:	ADDRESS
Leonard-Leota Park	15 Antes Drive
West Side Park	South 6th Street
Countryside Park	North Water Street
Franklin Park	Corner of Main and South Union Street
Seminary Park	South Fourth Street, near Church Street
Brzezinski Park	Corner of West Church and Crawford Street
Wind Prairie Park	South Second Street, near Old Hwy 92
Maple Hill Cemetery	Cemetery Road
Dog Park	525 South Madison Street
Other:	
FLOWER BEDS:	AREA DESCRIPTION:
Leonard-Leota Park #1	By Hwy 14, North of Madison Street
Leonard-Leota Park #2	By Hwy 14, South of Madison Street
Leonard-Leota Park #3	By tank
Leonard-Leota Park #4	In the road by the bell tower
Leonard-Leota Park #5	In the road, up the hill
Leonard-Leota Park #6	By Second Street
Leonard-Leota Park #7	At the Swimming Pool Sign
Franklin Park	At the sign
Peace Garden	South Fourth Street, near Church Street

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Application Form

GROUP and/or INDIVIDUAL INFORMATION	PARK REQUESTED INFORMATION
Applicant Name:	Preferred Site (Park Name):
	1st Choice:
Group/Individual Supervisor (Must be over 18):	2nd Choice:
	Comments:
Supervisor's Address:	Preferred Start Date:
Supervisor's Phone:	Is this a Renewal Agreement:
	Yes No
Supervisor's Email:	Estimated # of Participants:

In consideration for the permission by the Adopter/Supervisor, to participate as a volunteer in a public service project for the Adopt-A-Park Program, of the City of Evansville, I have read and agree to the terms and conditions of liability and hold the City of Evansville harmless per the agreement on the reverse of this form.

SUBMITTED BY: _____ **DATE:** _____
(Group/Individual Supervisor)

A copy of the application/agreement form signed by the City of Evansville and the Parks Department will be mailed or emailed to the Group Supervisor upon completion, at which time you may schedule your first clean-up date.

DECISION SECTION

This form will be completed by the Park & Recreation Committee or representative.

Adopt-A-Park Program Agreement is hereby (check one):
Approved, Not approved, or Approved with the following conditions:

Approved BY: _____ **DATE:** _____
(Park & Recreation Representative)

Contract Date: _____ **EXPIRES:** _____

Expectations and Hold Harmless Agreement

GROUP and/or INDIVIDUAL EXPECTATIONS

- Each volunteer group will designate a Group Supervisor to be the contact person for the group. The Group Supervisor will fill out the application form and leave their contact information. If work requires heavy equipment and has been approved by the Park & Recreation Department, the Group Supervisor will also ensure each volunteer signs a waiver of liability before any such volunteer work is done.
- Adopt-A-Park groups are expected to sign a one-year contract with the City of Evansville Parks Department. During the year, volunteer groups are expected to organize at minimum a spring and fall trash pick-up in their adopted park. It is the responsibility of the Group Supervisor to schedule the spring and fall clean-up dates.
- The Group Supervisor will inform City Hall of clean-up dates at least one week in advance to ensure supplies like trash bags and tools can be provided, and so trash can be removed in a timely manner post clean-up. Supplies for the program like trash bags and safety vests will be available at City Hall as needed.
- Once a month volunteers are asked to enter the park and do a thorough walkthrough. The purpose of a walkthrough is to identify damage, vandalism, or other things that need to be addressed by the City of Evansville Park & Recreation Department. A form is available for you to report what you found during your walkthrough. It is the responsibility of the Group Supervisor to ensure that each month at least one volunteer enters the park and completes a walkthrough and that the walkthrough form is submitted to the City of Evansville.
- Other projects, like planting flowers, adding mulch, maintaining trails, painting, and other maintenance may be completed with approval from the City of Evansville Park & Recreation Department.
- Volunteer groups may do their own fundraising for special projects like picnic tables and play equipment with approval from the City of Evansville Park & Recreation Department.
- All volunteers under age 18 must be supervised by a responsible adult.

In consideration for permission by the Supervisor/Adopter, to participate as a volunteer in a public service project for the Adopt-A-Park Program, of the City of Evansville, I agree as follows: 1. I have considered and evaluated the risks, danger and possibility of injury resulting from participation as a volunteer performing a public service project for the Adopt-A-Park Program in the City of Evansville (the "City"). 2. I know and understand that foreseeable and unforeseeable injuries from common or unexpected sources could occur from the nature of the activity, conditions of the location and from actions of myself, other participants, the City, the City's employees or volunteers, other persons involved in this public service project and uninvolved strangers in the vicinity. 3. I deliberately and knowingly assume all costs, risks of injury and/or other damages including, but not limited to, cost of my medical treatment, permanent injury or death, and my property damages resulting from my participation in the public service project. I waive, release and hold harmless the City, its employees, volunteers, and agents from all legal and financial responsibility and from all costs, injuries and/or other damages which might occur while I am participating in the public service project. 4. I give my permission to the City for any photos or video footage of myself taken during the course of this public service project to be used for educational, promotional, or any other purpose by the City.



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Monthly Walkthrough Report

Park Name:	Date:
Group/Individual Name:	Time:
Supervisor's Name:	

*Please use the following monthly checklist when inspecting your assigned location.

	CONDITION			PROBLEM	ACTION
	Good	Fair	Poor		
PLAYGROUND					
Play Equipment					
Surface					
Sand					
Other					
GENERAL					
Trees & Shrubs					
Turf/Grass					
Trash Cans					
Benches					
Waterways					
Picnic Tables					
Signs					
Lights					
Fencing & Gates					
Pathways					
Bike Racks					
Basketball Hoop					
Shelters					

It is the responsibility of the Group Supervisor to schedule the spring and fall clean-up dates. It is also the responsibility of the Group Supervisor to ensure that each month at least one volunteer enters the park and completes a walkthrough and that the walkthrough form is submitted to the City of Evansville. Return this form to:

City of Evansville, 31 S Madison Street | PO BOX 529, Attn: Parks Dept, Evansville WI, 53536

Email: elle.natrop@ci.evansville.wi.gov

Fax: 608-882-2282